



FIRST THINGS FIRST

EARLY LITERACY INSTRUCTIONAL SPECIALIST

First Things First (AZ Early Childhood Development and Health Board), is a public agency that exists to increase the quality of, and access to, the early childhood development and health system that ensures a child entering school comes healthy and ready to succeed. Passed by voter initiative in 2006, First Things First operates through a tax on tobacco products. Governed by a state board and thirty-one Regional Partnership Councils, First Things First is a decentralized organization that engages diverse constituencies to accomplish its mission. Organizational values include a focus on accountability, transparency, coordination, collaboration and on the outcomes that will ensure young children start kindergarten ready for school and life.

Job Summary:

Early Literacy Instructional Specialist will collaboratively plan, design, and develop early language and literacy curricula and education materials emphasizing the Navajo language for home based and community based programs. Plan and provide onsite education and training for teachers, administrators, and parents. Research teaching methods and techniques and develop procedures to ensure that early education personnel and parents are implementing the curriculum successfully and meeting program goals. Provide assistance in the establishment or expansion of a clearing house center to collect, house, and distribute books and materials; and foster community awareness about the importance of early language and literacy development in the Navajo language.

The position requires significant effort to coordinate and work with the Regional Partnership Council; early care and education programs; public, grant, and Bureau of Indian Education schools; community leaders; education committees and advisory groups to holistically implement the Navajo early language and literacy curricula.

This position will report to the Navajo Nation Regional Director. The office is located at: 48 West Highway 264, Suite 207, Window Rock, Arizona.

Typical Duties and Responsibilities:

- Develop, analyze, write, edit, and review Navajo early literacy and language curricula and pertinent educational materials
- Coordinate curriculum alignment and implementation of program standards for early literacy programs to be implemented in home and community based settings
- Develop, implement, and evaluate short and long term programmatic goals, objectives and activities for early literacy
- Meet with members of educational committees and advisory groups to explore how curriculum materials and programming can be integrated into current programs and address the needs to of children
- Review research on early literacy programs to make recommendations for curricula and programming

- Develop a comprehensive professional development framework for early childhood professionals to use the Navajo early language and literacy curricula. The framework will include a coaching/mentoring model, assessment of use of materials in the classroom and home settings, and providing technical assistance to personnel who catalogue, distribute, and maintain the educational materials and equipment.
- Research methods to use technology to enhance learning and monitor the introduction of new technology into curriculum
- Guide development, implementation and professional development activities for use of Navajo early language and literacy curricula

Qualifications:

- Bachelor's degree, in early education, education, or other related field with Master's Degree preferred
- Experience with program instruction and curricula development
- Thorough knowledge of Arizona Academic Standards and Dine Standards, curriculum and assessments
- Knowledge of early care and education operations, educational 'best practices', aligning curriculum, research-based professional development, and strategic planning or school improvement processes
- Skilled facilitator with strong writing, communication, and listening skills
- Strong instructional leadership
- Demonstrated ability to use assessment data to improve instruction
- Demonstrated ability to develop improvement plans
- Strong understanding of the effective use of technology in home based and community based programs
- Successful experience with community organizations and activities
- Demonstrated ability to lead and conduct staff development
- Understanding of a range of instructional delivery methods and practices of educational management
- Ability to establish and maintain effective working relationships with staff, early childhood professionals, and members of the public
- Possess a demonstrated ability to develop and implement strategic long-range plans that promote program goals and outcomes
- Exhibit highly-developed interpersonal relations and communications skills, able to effectively articulate and rally support for program goals and outcomes
- Have competence in working effectively with a citizen governing board and Navajo Nation early childhood programs to advance the strategic direction

Review of resumes will begin on September 20, 2011 and continue until the position is filled. For consideration please submit your cover letter, comprehensive resume and three professional references by the close of business on September 15, 2011 to:

www.azstatejobs.gov

In the AZ State Personnel System, the position is classified as a Grade 21 with a salary range of \$39,983.00 to 50,000.00. The position is not covered under the State of Arizona Merit system rules. The State of Arizona offers an outstanding comprehensive benefits package.